



Maximum limit for Professional Services Contracts and Exchange Scientists is a cumulative (or aggregate) of 12 months.

Documents Required:

- ☐ Completed NIH Form 590 (Rev. 1/99)
- ☐ PSC – Copy of Professional Service Order
- ☐ CV and Bibliography
- ☐ Copy of highest earned degree (for NIH-sponsored J-1, minimum degree required is a Master's or equivalent)*
- ☐ For NIH-sponsored J-1, proof of supplemental funding, if applicable**
- ☐ Copy of passport biographical page for PSC/ES **and** each dependent
- ☐ If currently in the US:
 - ☐ Copy of current Form I-94 for PSC/ES **and** dependents
 - ☐ Copy of most recent visa for PSC/ES **and** dependents if available
 - ☐ Copy of immigration documents (see below)

* Include translations of all foreign language documents

** Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. Minimum funding for NIH-sponsored J-1 must equal \$25,000 on an annual basis.

In addition, include these documents according to immigration status:

J-1 transfer to NIH sponsorship:

- ☐ Copy of all Forms DS-2019 (and IAP-66) for J-1 and J-2 dependents
- ☐ Ensure properly completed Form 590, particularly Block 19

B-1 (for stay greater than 90 days):

- ☐ DIS Form: Who can come to the NIH in B-1/WB status?
 - ☐ WB and B-1 for less than 90 days use B-1/WB authority
- Note: May receive per diem and travel reimbursement only

Adjustment Applicants (for LPR):

- ☐ Copy of valid Employment Authorization Document (EAD)

J-2 (Dependents of J-1):

- ☐ Copies of all Forms DS-2019 for J-2 and J-1
- ☐ Copy of valid Employment Authorization Document (EAD)

Other nonimmigrant classifications:

- ☐ Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

For any nonimmigrant classifications not listed, please consult with your DIS Team.

Individuals in these categories are not covered by the Federal Tort Claims Act, therefore they are generally not permitted to have incidental patient contact. An exception can be made if malpractice insurance is purchased.

Send or deliver above documents to DIS:

Building 31, Room B2B07
31 Center Drive MSC 2028
Bethesda, MD 20892-2028
Telephone: (301) 496-6166
FAX: (301) 496-0847

Keep copies of
EVERYTHING
you send to DIS